

***Amended 6 January 2005
HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-417

**Flight Operation Specialist (2 Psns)
R9433000/A/B
GS-2102-08/07/06
\$39,648 - \$51,543 pa
\$35,800 - \$46,540 pa
\$32,217 - \$41,887 pa**

**ANNOUNCEMENT DATE: 1 September 2004
*CLOSING DATE: 22 February 2005**

SELECTING OFFICIAL: Facility Commander

**APPOINTMENT FEATURES: Excepted Service
Warrant Officer/Enlisted Grade**

POSITION LOCATION: AASF – Los Alamitos, CA

THIS IS AN INDEFINITE POSITION

APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-08 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-2102-07/06 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.

RECRUITMENT BONUS/RELOCATION BONUS OF UP TO 25% OF BASIC PAY MAY/ MAY NOT BE AUTHORIZED.

SELECTEE MAY BE NON-COMPETITIVELY CONVERTED TO PERMANENT STATUS IF/WHEN POSITION BECOMES UNENCUMBERED

This position is located in an Army Support Facility (AASF) or Army Aviation Flight Activity (AAFA). Its purpose is to conduct preflight briefings for pilots and provide in-flight advisory services. The AASF or AAFA provides flight services and mission briefings which are relatively small in number i.e. well below 75,000 and 25,000 respectively.

1. AREA OF CONSIDERATION: Nationwide. All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives. d. Must participate in PD/EFT (Direct Deposit).

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3. MILITARY GRADE AVAILABLE: ENLISTED GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION, THE MILITARY GRADE OF SELECTEE MUST BE EQUAL TO OR HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

NOTICE: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **Flight Operations Specialist, GS-2102-08/07/06, General:** Clerical, administrative, or technical experience which demonstrates applicants ability to interpret, explain, and/or apply basic rules, regulations, policies and procedures of a transportation program.

b. **Flight Operations Specialist, GS-2102-08, Specialized:** Must have 18 months specialized experience in obtaining and interpreting information, organizing and developing clear and meaningful written communications; which demonstrates knowledge of transportation regulations; and experience in planning, directing, and supervising the transportation functions.

c. **Flight Operations Specialist, GS-2102-07 (Trainee), Specialized:** Must have 12 months specialized experience in obtaining and interpreting information, organizing and developing clear and meaningful written communications; and technical experience in the same transportation field as the position being filled.

d. **Flight Operations Specialist, GS-2102-06 (Trainee), Specialized:** Must have 9 months specialized experience in obtaining and interpreting information, organizing and developing clear and meaningful written communications.

IF SELECTED AS TRAINEE, THE APPOINTEE MAY BE NON-COMPETITIVELY PROMOTED TO GS-08/07 UPON MEETING FULL QUALIFICATIONS AND RECOMMENDATION OF SUPERVISOR.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

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e. **Substitution of Education for Specialized Experience:** High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours, or the equivalent) for 12 months of the required experience.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Ability to gather information, interpret rules, policies and regulations and communicate information in writing.
- b. Knowledge of technical support work in areas of transportation or traffic management.
- c. Ability to plan, direct, and manage transportation functions.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ENL: CMF 15

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FOR (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE, (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

****ALL APPLICATIONS MUST BE SIGNED & DATED****

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS; PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

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FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.